



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Treasury Program Manager I
TENURE:	Permanent
TIME BASE:	Full-Time
SALARY:	\$4746 - \$5726

Under the general direction of the Treasury Program Manager II, the incumbent serves as the technical specialist for the Golden State Tobacco Securitization Corporation Tobacco Settlement Asset-Backed Bonds (Tobacco Bond Program) performing complex and sensitive analytical work.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Analyzes and reviews complex legal and tobacco related documents and proposals for the State's Tobacco Bond Program; prepares recommendations to top level management to address sensitive issues.
- Assists in administering the short and long range direction of the Tobacco Bond Program by developing and recommending policies, preparing procedures, advising higher level management on sensitive issues, and responding to rating agencies and investor inquiries about the Tobacco Bond Program.
- Analyzes legislation related to the Tobacco Bond Program; makes policy recommendations and consults with staff in the legislature, and other state agencies.
- Responds to the more complex or sensitive inquiries from investors, State agency representatives, bond counsel, and the general public.
- Drafts legislation to address the State Treasurer Office's needs to carry out its financial responsibilities as it relates to the Tobacco Bond Program.
- Participates in meetings with State departments, the legislature, investors, rating agencies, and bond counsel on the tobacco issues such as tobacco industry litigation, regulatory initiatives related to the manufacture, sale and use of tobacco, civil litigation, master settlement agreement litigation, and tobacco and cigarette consumption.

DESIRABLE QUALIFICATIONS:

- Strong financial, technical and analytical skills.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to accept multiple assignments and meet critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

CONDITIONS OF EMPLOYMENT:

Fingerprinting and background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer (i.e. Staff Services Manager I) or have list eligibility for Treasury Program Manager I may apply.
ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in State Treasurer's Authorities and Commissions are encouraged to apply if interested in position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., SROA or surplus employee.) Also, list the number "506-4221-001" next to the classification on your application/resume, (i.e., TPM I 506-4221-001.)

FINAL FILING DATE:

Open until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

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